



## SOLICITATION ADDENDUM

Date: **01/18/2023**  
Subject: **Medical Staffing Direct Care Nurses**  
Solicitation Number: **RFEI 2023-01**  
Due Date/Time: **January 26, 2023; 12:00pm**  
Addendum Number: **2**

---

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

**Question 1: Can you please define what is the length of a long term and short-term assignment?**

Answer 1: Long term assignment is where the need of the resource extends beyond 90-consecutive days. Short term assignment is used to fill temporary periods of absences (no more than 90-consecutive days).

**Question 2: Are you open to receiving bids from other leading VMS/MSP partners, who could show options to reduce your costs associated with the technology and agency rates?**

Answer 2: No, this RFEI is limited to the services outlined in the RFEI documents.

**Question 3: If you are keeping the prior partnership in place, are you open to another VMS/MSP partner who can run alongside with a separate set of agencies to fill unmet needs?**

Answer 3: No, this RFEI is limited to the services outlined in the RFEI documents.

**Question 4: Will vendors operating under the statewide contract Number 4400021358 receive advanced notice to any temporary openings?**

Answer 4: Please refer to Appendix B, Statement of Work, Background.

**Question 5: Does the Commonwealth intend on awarding PO’s to vendors outside of contract 4400021358 and this contract opportunity?**

Answer 5: The Commonwealth has determined that this information is not needed to respond to the RFEI.

**Question 6: How many awards does the Commonwealth intend on issuing as a result of this RFEI?**

Answer 6: The Commonwealth intends to award to all responsive and responsible respondents.



**Question 7: Please clarify how needs for contractors will be distributed to vendors post-award?**

Answer 7: The Commonwealth agencies shall make the selection depending on the area, type of direct care position needed, and availability.

**Question 8: How will vendors be scored against the evaluation criteria?**

Answer 8: Please refer to General Information, Section 20. Evaluation.

**Question 9: What is the anticipated turn-around time to award after the 1/26 12pm deadline closes.**

Answer 9: The Commonwealth has determined that this information is not needed to respond to the RFEI.

**Question 10: Are there additional qualifications required for correctional LPN and RN staff?**

Answer 10: Please refer to Appendix J - Job Descriptions.

**Question 11: Please may the government provide the reporting requirements?**

Answer 11: The Commonwealth does not require reporting requirements for any contracts awarded under this RFEI.

**Question 12: Will timekeeping be provided onsite?**

Answer 12: Each COPA Agency may have different requirements for time keeping.

**Question 13: What is the timekeeping currently in use?**

Answer 13: Under the current statewide contract 4400021358, Vector is used.

**Question 14: Is the timekeeping service provided through the Vector system?**

Answer 14: Yes, under the statewide contract.

**Question 15: Is the state looking for a VMS/MSP provider or a directing staffing partner?**

Answer 15: Please refer to Appendix B, Statement of Work, II. QUALIFICATIONS.

**Question 16: Could you please share current Supplier's pricing and Proposals?**

Answer 16: Link to the current contract and its pricing is in Appendix B, Statement of Work, Background.

**Question 17: How many awards were made in the Past?**

Answer 17: This is the first RFEI to supplement the current statewide contract.

**Question 18: When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?**

Answer 18: Contract term can be found by selecting the link located in Appendix B, Statement of Work, Background. The Commonwealth has determined that annual spend is not needed to respond to the RFEI.

**Question 19: How many resources are currently engaged in the current contract?**

Answer 19: Please refer to the link located in Appendix B, Statement of Work Background, for estimated resources.

**Question 20: Can you please share the amount of business each vendor did under this contract in previous years?**

Answer 20: This is the first RFEI to supplement the current statewide contract.

**Question 21: Is there any issue that the agency is currently facing with the incumbents?**

Answer 21: Please refer to Appendix B, Background.

**Question 22: How will job requests be shared among multiple awarded vendors?**

Answer 22: Please refer to Answer 20.

**Question 23: Will all job requests be shared among all awarded vendors simultaneously?**

Answer 23: No, agencies will reach out depending on their specific needs.

**Question 24: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?**

Answer 24: No, COPA will award to all responsive and responsible respondents.

**Question 25: Can you share details from where we can get old RFP details?**

Answer 25: Please refer to the link located in Appendix B, Background.

**Question 26: Can you please tell us where we can see the records for the old contract?**

Answer 26: Please refer to Answer 25.

**Question 27: Would you be accepting references from large commercial entities?**

Answer 27: Please refer to Appendix B, Statement of Work, II. Qualifications.

**Question 28: How many positions are currently used in a single day? Please give rough estimate.**

Answer 28: The Commonwealth has determined that this information is not needed to respond to the RFEI.

**Question 29: Out of mentioned staffing positions, what are the most filled positions? Please share**

Answer 29: The Commonwealth has determined that this information is not needed to respond to the RFEI.

**Question 30: What would be the shift timings for the given positions?**

Answer 30: Shift times will vary depending on the needs of the requesting agency.

**Question 31: What would be the estimated hours for given positions?**

Answer 31: Hours will vary depending on the needs of the requesting agency.

**Question 32: Please confirm minimum guaranteed hours per week for these positions.**

Answer 32: There are no minimum guaranteed hours as hours will vary depending on the needs of the requesting agency.

**Question 33: Are these full-time positions or weekly assignments?**

Answer 33: Positions will be short term assignments or long-term assignments and can vary depending on the needs of the requesting agency.

**Question 34: Are these per diem positions? Please confirm.**

Answer 34: The positions will be for short term assignments and long-term assignments.

**Question 35: What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm.**

Answer 35: The Commonwealth will not be paying holiday and weekend rates. The Commonwealth will pay in accordance with hourly rate in Appendix D – Cost Submittal.

**Question 36: What is average response time to provide resume of qualified resources?**

Answer 36: Resumes are not required in this RFEI; however, if an agency requires them, the agency will provide the required response time.

**Question 37: Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.**

Answer 37: Sample Insurance Certificates are not required with the RFEI response; however, respondents must provide proof of insurance at the request of the commonwealth at any given time.

**Question 38: Will you award this contract to the lowest responsive bidders? Please confirm.**

Answer 38: The Commonwealth will award to all responsive and responsible bidders.

**Question 39: Will the agency be giving any preference to local vendors? Please confirm.**

Answer 39: No preference will be given to local vendors.

**Question 40: In order to be responsive, is it mandatory to have physical office in the state of Pennsylvania? Please confirm.**

Answer 40: It is not mandatory to have a physical office in the state of Pennsylvania.

**Question 41: In order to be responsive, is it mandatory to provide Business Registration Certificate (BRC) of Pennsylvania with the proposal response? Please confirm.**

Answer 41: No, however, respondent must provide documentation in accordance with Appendix B, Statement of Work, II. Qualifications.

**Question 42: Can we provide BRC certificate after the award? Please confirm.**

Answer 42: Please refer to Answer 41.

**Question 43: Do we need to provide hourly rate or crisis rate?**

Answer 43: Please refer to Appendix D – Cost Submittal, Instructions Tab.



**Question 44: Do we need to provide hourly bill rate or markup percentage?**

Answer 44: Please refer Answer 43.

**Question 45: Are there any Subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid?**

Answer 45: There are no subcontracting requirements associated with this solicitation.

**Question 46: We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE?**

Answer 46: Yes; however, there are no SB, SDB, or VBE goals required on this RFEI.

**Question 47: In order to be responsive, is it mandatory to provide audited financial statements? Please confirm.**

Answer 47: No.

**Question 48: Do we need to be registered on the PA E Marketplace to respond to this RFEI? Please confirm.**

Answer 48: Respondents don't need to be registered to respond; however, will need to have a supplier number in order to receive a contract, if deemed appropriate.

**Question 49: Do we have to submit Appendix A – Cover Sheet, Appendix D – Cost Submittal, Appendix E - Lobbying Certification, Appendix E - Lobbying Certification Form, Appendix F - Domestic Workforce, Appendix G - Iran Free Procurement, Appendix H - Worker Protection Form, and Appendix I - Trade Secret Form only? Please confirm.**

Answer 49: Please refer to General Information, 9. EI Requirements.

**Question 50: Can we provide all the required attachments and documentation in one pdf file?**

Answer 50: Yes

**Question 51: Kindly explain what does DGS means by Civil Service or Non-Civil Service recruitment process?**

Answer 51: This applies to Commonwealth agencies only.

Type of Solicitation: RFEI Respond via email

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Corey Walters  
Title: Commodity Manager  
Phone: 717-346-7097  
Email: cowalters@pa.gov